



Office of the Secretary of Defense
Directorate for Organizational and
Management Planning, ODA&M

TO: Mr. Rhodes
Mr. Brazis

FROM: Regina F. Meiners

SUBJECT: Charter Renewal and Membership Balance Plan
Approval – Board of Visitors for the Western
Hemisphere Institute for Security Cooperation

- Next under is a memorandum for your signature approving the Board of Visitors for the Western Hemisphere Institute for Security Cooperation charter and the membership balance plan as required by GSA; this constitutes formal DoD approval:
 - The DA&M, by SD policy, is the approval authority for both documents.
 - Coordination with WHLO and OGC completed (TAB E).
 - ACMO will make GSA/Federal Register notifications.
- This package contains:
 - DA&M Approval Memo (next under).
 - TAB A: Proposed 2014-2016 Charter.
 - TAB B: Membership Balance Plan.
 - TAB C: 2012-2014 Charter, March 26, 2012.
 - TAB D: Administrative Assistant to the Secretary of the Army Memo, November 6, 2013.
 - TAB E: Coordination.
- The POCs for this action are Mr. Jim Freeman, at 703-692-5952 or james.d.freeman4.civ@mail.mil and Ms. Betty Mosher, at 703-697-4555 or betty.j.mosher6.ctr@mail.mil.

3pm
13 Jun 2014
V/R, Chapman + J.

ADM 001707-1
BAC 4/13
CAG 4/13
m 2-15



ADMINISTRATION AND
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

JUN 17 2014

MEMORANDUM FOR SECRETARY OF THE ARMY

SUBJECT: Board of Visitors for the Western Hemisphere Institute for Security Cooperation –
Charter Renewal and Membership Balance Plan Approval

The renewed charter (TAB A) and the membership balance plan (TAB B) for the Board of Visitors for the Western Hemisphere Institute for Security Cooperation (“the Board”) are approved. A copy of the Board’s charter and membership balance plan will be provided to the Board’s Designated Federal Officer (DFO), once the Advisory Committee Management Officer (ACMO) files the charter with the Library of Congress, the Congressional oversight committees, and the General Services Administration.

As part of the charter renewal process, this office, in consultation with the Office of General Counsel of the Department of Defense (OGC DoD), has affirmed that all individuals recommended for and appointed to the Board, once approved by the Secretary of Defense, shall be appointed to serve as special government employee (SGE) or regular government employee (RGE) members, as appropriate. The following points apply:

- (a) Individual members approved for appointment or renewal by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those who are full-time or permanent part-time Federal officers or employees shall be appointed to serve as RGE members, pursuant to 41 C.F.R. § 102-3.130(a).
- (b) Each member shall be notified, in writing, of the Secretary of Defense approval decision. In preparing your appointment or renewal of appointment letters, the Board’s DFO should consult the ACMO and OGC DoD, to include the Standards of Conduct Office. At a minimum, the letters shall contain the following:
 - i. Notice that their appointment to serve on the Board is without compensation, with the exception of reimbursement for Board-related official travel and per diem.
 - ii. A statement that they are appointed to serve as SGE or RGE members, as appropriate.
 - iii. An explanation of the difference between serving as SGE and representative members.
 - iv. A summary of the applicable ethics requirements, to include whether SGE members are required to file a Confidential Financial Disclosure Report.

As the Board's DoD Sponsor, you are responsible for:

- (a) Ensuring that the Board's DFO attends all Board and subcommittee meetings for the entire duration of each and every meeting.
- (b) Ensuring that the DFO and the Board fully comply with all governing Federal statutes and regulations, to include DoD Instruction 5105.04, "Department of Defense Federal Advisory Committee Management Program," and policy decisions by the Secretary of Defense or the Director of Administration and Management.
- (c) Ensuring that all work done by the Board and its subcommittees is based upon written tasks or terms of reference assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or you, as the DoD Sponsor. All tasks or terms of reference are subject to public review and, at a minimum, shall include:
 - i. A description of the problem or policy to be analyzed and the DoD decision maker for the matter(s) under consideration.
 - ii. Authority for members of the Board or its subcommittees to access DoD officials and DoD data that is pertinent to the matter(s) under consideration.
 - iii. A budget limitation under which the Board or its subcommittees must operate.
 - iv. A date by which the Board must submit its written conclusions (advice and recommendations) to the DoD decision maker.
- (d) Providing adequate support to the Board and its subcommittees, and ensuring that the members of the Board and its subcommittees are not unduly or inappropriately influenced by Federal employees or any special interest group.
- (e) Ensuring that all visits to DoD installations or facilities by members of the Board or its subcommittees are done in consultation with the Secretaries of the Military Departments or the Chairman of the Joint Chiefs of Staff, as appropriate.
- (f) Ensuring that all members of the Board and its subcommittees are appointed according to DoD policies and procedures. No member will participate in any work by the Board or its subcommittees until all of the following have been completed: the member completes and submits to DoD all personnel and ethics paperwork required for his or her appointment, the appropriate DoD offices process the individual's personnel and ethics paperwork, and the individual takes the oath of office for his or her appointment.
- (g) Ensuring that all DoD and other Federal Agency documents provided to the Board or its subcommittees are properly marked according to governing statutes, regulations, and DoD policies and procedures.
- (h) Monitoring the implementation status of any recommendation adopted by the DoD and ensuring that this information is available for future inquiries.

Based on the Secretary of Defense's memorandum of October 9, 2012, concerning advisory committees, we recommend you continually reevaluate the Board's functions and reduce, where appropriate, the Board's operating costs. As the Secretary indicated, we must continually assess our advisory committees to ensure they deliver appropriate value today and in the future as times and requirements change.

If you should have any questions about this DoD Program, the Federal governance and compliance requirements, the charter renewal, or the membership balance plan, please contact the ACMO, Mr. Jim Freeman, at 703-692-5952, or by email at james.d.freeman4.civ@mail.mil.

A handwritten signature in black ink, appearing to read "L. Rhodes", with a stylized flourish at the end.

Michael L. Rhodes
Director

Attachments:
As stated

cc:
Office of General Counsel of the Department of Defense
Special Assistant to the Secretary of Defense (White House Liaison)

A

Charter
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

1. Committee's Official Designation: The Committee will be known as the Board of Visitors for the Western Hemisphere Institute for Security Cooperation ("the Board").
2. Authority: The Secretary of Defense, pursuant to 10 U.S.C. § 2166(e) and in accordance with the provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established the Board.
3. Objectives and Scope of Activities: The Board, through the Secretary of the Army, shall provide the Secretary of Defense and the Deputy Secretary of Defense with independent advice and recommendations on matters pertaining to the operations and management of the Western Hemisphere Institute for Security Cooperation ("the Institute"), as set out in paragraph four below.
4. Description of Duties: The Board shall:
 - a. Inquire into the curriculum, instruction, physical equipment, fiscal affairs, and academic methods of the Institute; other matters relating to the Institute that the Board decides to consider; and any other matter that the Secretary of Defense determines appropriate.
 - b. Review the curriculum to determine whether it adheres to current U.S. doctrine, complies with applicable U.S. laws and regulations, and is consistent with U.S. policy goals toward Latin America and the Caribbean.
 - c. Determine whether the instruction under the curriculum of the Institute appropriately emphasizes human rights, the rule of law, due process, civilian control of the military, and the role of the military in a democratic society.

The Board shall, not later than 60 days after its annual meeting, submit to the Secretary of Defense a written report of its activities, views, and recommendations pertaining to the Institute.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Army. The Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army may act upon the Board's advice and recommendations.
6. Support: The Department of Defense (DoD), through the Secretary of the Army, shall provide support, as deemed necessary, for the performance of the Board's functions and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$115,000. The estimated annual personnel cost to the DoD is .8 full-time equivalents.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO) shall be a full-time or permanent part-time DoD employee and shall be appointed, pursuant to governing DoD policies and procedures.

Charter
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

The Board's DFO is required to be in attendance at all meetings of the Board and any subcommittees for the entire duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO, duly appointed to the Board according to established DoD policies and procedures, shall attend the entire duration of all meetings of the Board and any subcommittees.

The DFO, or the Alternate DFO, shall call all meetings of the Board and its subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Board's Chair. The estimated number of Board meetings is at least one per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon rescission of 10 U.S.C. § 2166(e).
12. Membership and Designation: The Board shall be comprised of 14 members, 6 of whom are designated by the Secretary of Defense, including, to the extent practicable, persons from academia, religious institutions, and human rights communities. The Secretary of Defense shall also affirm the appointments, designated in statute, of the senior military officer responsible for training and doctrine in the U.S. Army (or designee) and the Commanders of the Combatant Commands with geographic responsibility for the Western Hemisphere (U.S. Northern Command and U.S. Southern Command) (or the designees of those officers). The Board shall also be comprised of:
 - a. Two Members of the Senate (the Chair and Ranking Member of the Armed Services Committee or a designee of either of them);
 - b. Two Members of the House of Representatives (the Chair and Ranking Member of the Armed Services Committee or a designee of either of them); and
 - c. One person designated by the Secretary of State.

Those individuals, whose appointments to the Board will be designated or affirmed by the Secretary of Defense or the Deputy Secretary of Defense, will be appointed for a term of service of one-to-four years, and their appointments will be renewed on an annual basis, pursuant to DoD policies and procedures. None of these members, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees. Board members, who are not full-time or permanent part-time federal employees, shall be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Those individuals serving on the Board who are full-time or permanent part-time Federal employees shall be appointed to serve as regular government employee (RGE) members, pursuant to 41 C.F.R. § 102-3.130(a). All members of the Board are appointed to provide advice to the Government on the basis of their best judgment without

Charter
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

representing any particular point of view and in a manner that is free from conflict of interest.

The Secretary of Defense, in consultation with the Secretary of the Army, shall appoint the Board's Chair from the total membership.

The Secretary of the Army, at the request of the Board and with the approval of the Secretary of Defense or the Deputy Secretary of Defense, may appoint non-voting subject matter experts or consultants to assist the Board or its subcommittees on an ad-hoc basis. These non-voting subject matter experts or consultants are not members of the Board or its subcommittees, will not engage or participate in any deliberations by the Board or its subcommittees, and do not have the ability to vote as members of the Board or its subcommittees. These non-voting subject matter experts or consultants, if not full-time or permanent part-time Federal employees, will be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGEs, whose appointments must be renewed on an annual basis. Those individuals who are full-time or permanent part-time Federal employees shall be appointed to serve as RGE non-voting subject matter experts or consultants. With the exception of reimbursement for official Board-related travel and per diem, Board members and any non-voting experts or consultants shall serve without compensation.

13. Subcommittees: The Department, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the Board's Sponsor.

Such subcommittees shall not work independently of the chartered Board, and shall report all of their recommendations and advice solely to the Board for full and open deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Board, directly to the DoD or any Federal officers or employees.

The Board shall establish and maintain two permanent subcommittees, whose members shall be comprised of individuals with professional experience in academia, religious institutions, and human rights communities. Each subcommittee shall be comprised of no more than eight members.

- a. Subcommittee on Education: Provides independent advice and recommendations for the Board's consideration on the Institute's curriculum and the current challenges faced by our international partners' government, military, and law enforcement agencies, to determine if new topics should be considered for inclusion; and also makes recommendations on adjustments to the curriculum or courses that are no longer applicable.

Charter
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

- b. Subcommittee on Outreach: Provides independent advice and recommendations for the Board's consideration on developing an outreach plan of action to strengthen support for the Institute among influential officials from our international partners to increase student and instructor attendance and encourage burden sharing; strengthen support for the Institute from key U.S. military, civilian, governmental and interagency personnel to sustain funding levels and expand the Institute's role; and develop an outreach plan to identify new partner nations that may be interested in sending students, instructors, guest lectures, or liaison officers to the Institute.

The Secretary of Defense or the Deputy Secretary of Defense will appoint subcommittee members to a term of service of one-to-four years, with annual renewals, even if the member in question is already a member of the Board. Subcommittee members shall not serve more than two consecutive terms of service, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense.

Subcommittee members, if not full-time or permanent part-time federal employees, will be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Those individuals who are full-time or permanent part-time Federal employees shall be appointed to serve as RGE members, pursuant to 41 C.F.R. § 102-3.130(a). All subcommittee members are appointed to provide advice for the Board's consideration to the Government on the basis of their best judgment without representing any particular point of view and in a manner that is free from conflict of interest. With the exception of reimbursement for official Board-related travel and per diem, subcommittee members shall serve without compensation

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Records Schedule 26, and governing DoD policies and procedures. These records will be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
15. Filing Date:

B

Membership Balance Plan
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to 10 U.S.C. § 2166(e) and in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established the Board of Visitors for the Western Hemisphere Institute for Security Cooperation (“the Board”).
2. Mission/Function: The Board, under the provisions of 10 U.S.C. § 2166(e) and FACA, shall provide independent advice and recommendations to the Secretary of Defense and the Deputy Secretary of Defense, through the Secretary of the Army, on matters pertaining to the operations and management of the Western Hemisphere Institute for Security Cooperation (“the Institute”) and shall:
 - a. Inquire into the curriculum instruction, physical equipment, fiscal affairs, and academic methods of the Institute; other matters relating to the Institute that the Board decides to consider; and any other matter that the Secretary of Defense determines appropriate.
 - b. Review the curriculum to determine whether it adheres to current U.S. doctrine, complies with applicable U.S. laws and regulations, and is consistent with U.S. policy goals toward Latin America and the Caribbean.
 - c. Determine whether the instruction under the curriculum of the Institute appropriately emphasizes human rights, the rule of law, due process, civilian control of the military, and the role of the military in a democratic society.

The Board shall, not later than 60 days after its annual meeting, submit to the Secretary of Defense a written report of its activities, views, and recommendations pertaining to the Institute.

3. Points of View: The Board shall be comprised of 14 members; 6 of whom will, to the extent practicable, have professional experience in academia, religious institutions, and human rights communities. The remaining members, pursuant to 10 U.S.C. § 2166(e), shall include the following regular government employee (RGE) members:
 - a. Two Members of the Senate (the Chair and Ranking Member of the Armed Services Committee or a designee of either of them);
 - b. Two Members of the House of Representatives (the Chair and Ranking Member of the Armed Services Committee or a designee of either of them);
 - c. One person designated by the Secretary of State;
 - d. The senior military officer responsible for training and doctrine in the U.S. Army (or designee); and
 - e. The Combatant Commanders with geographic responsibility for the Western Hemisphere (U.S. Northern and Southern Command) (or the designees of those officers).

Board members designated or affirmed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Those individuals who are full-time or permanent

Membership Balance Plan
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

part-time Federal employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members. All members designated or affirmed by the Secretary of Defense or the Deputy Secretary of Defense will be renewed on an annual basis, in accordance with DoD policies and procedures.

The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Board. The Department has found that viewing the complex issues facing the Institute through a multi-disciplinary advisory committee, provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

The Board's membership is not static, and the Secretary of Defense may change those member appointments over which he has discretion based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the Board's Sponsor. The Department, unless otherwise instructed by an Act of Congress or Presidential directive, does not use representative members on DoD-established or supported advisory committees.

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates for the Board, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of academia, religion, and human rights. Potential candidates are identified by the Board's professional staff and current or departing Board members.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Army formally nominates the potential candidates to the Secretary of Defense or the Deputy Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to serve on DoD-established or supported advisory committees and subcommittees, unless otherwise dictated by statute or presidential directive.

Following approval by the Secretary of Defense or the Deputy Secretary of Defense, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

Those individuals who are designated or affirmed by the Secretary of Defense or the Deputy Secretary of Defense will serve as members to the Board for one-to-four year terms of service, with annual renewals. However, none of these individuals, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees.

Membership Balance Plan
Board of Visitors for the Western Hemisphere Institute for Security Cooperation

Membership vacancies for the Board and its subcommittees will be filled in the same manner as described in the previous four paragraphs above.

6. Subcommittee Balance: The Department, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. The Board shall establish and maintain two permanent subcommittees, the Subcommittee on Education and the Subcommittee on Outreach, whose members will have professional experience in academia, religious institutions, and human rights communities. Each subcommittee shall be comprised of no more than eight members.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members to a one-to-four year term of service, with annual renewals. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the Secretary of the Army and based upon the subject matters under consideration, but they must be approved by the Secretary of Defense or the Deputy Secretary of Defense before participating in any subcommittee work.

Subcommittee members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts and consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members. Individuals who are full-time or permanent part-time Federal officers or employees shall be appointed, pursuant to 41 C.F.R. § 102-3.130(a), to serve as RGE members. No subcommittee member may serve more than two consecutive terms of service without Secretary of Defense or Deputy Secretary of Defense approval.

7. Other: As nominees are considered for appointment to the Board, the DoD adheres to the rules and regulations issued by the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared:

C

CHARTER
BOARD OF VISITORS FOR THE WESTERN HEMISPHERE INSTITUTE FOR
SECURITY COOPERATION

1. Committee's Official Designation: The committee shall be known as the Board of Visitors for the Western Hemisphere Institute for Security Cooperation (hereafter referred to as "the Board").
2. Authority: The Secretary of Defense, under the provision of 10 U.S.C § 2166(e), the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 CFR § 102-3.50(a) (required by statute), established the Board.
3. Objectives and Scope of Activities: The Board shall provide the Secretary of Defense, through the Secretary of the Army, with independent advice and recommendations on matters pertaining to the operations and management of the Institute, as set out in (4) below.
4. Description of Duties: The Board shall:
 - a. Inquire into the curriculum, instruction, physical equipment, fiscal affairs, and academic methods of the Institute; other matters relating to the Institute that the Board decides to consider; and any other matter that the Secretary of Defense determines appropriate.
 - b. Review the curriculum to determine whether it adheres to U.S. doctrine, complies with applicable U.S. laws and regulations, and is consistent with U.S. policy goals toward Latin America and the Caribbean.
 - c. Determine whether the Institute emphasizes human rights, including the rule of law, due process, civilian control of the military, and the role of the military in a democratic society.

The Board shall, not later than 60 days after its annual meeting, submit to the Secretary of Defense a written report of its activities and of its views and recommendation pertaining to the Institute.

5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense, through the Secretary of the Army.
6. Support: The Department of Defense (DoD), through the Secretary of the Army, shall provide support as they deem necessary for the Board's performance, and shall ensure compliance with the requirement of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

Additional information and assistance, as required and with DoD approval, may be obtained from other DoD Components with contracting authority and support

contractors, including DoD Federally Funded Research and Development Centers, for studies and analysis support.

7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating costs, to include travel and meeting and contract support, are approximately \$115,000 and .8 full-time equivalents.
8. Designated Federal Officer: The Designated Federal Officer, pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed in accordance with governing DoD policies and procedures.

In addition, the Designated Federal Officer is required to be in attendance at all Board and subcommittee meetings for the entire duration of each and every meeting; however, in the absence of the Designated Federal Officer, a properly approved Alternate Designated Federal Officer shall attend the entire duration of the Board or subcommittee meeting.

The Designated Federal Officer, or the Alternate Designated Federal Officer, shall call all of the Board's and subcommittees' meetings; prepare and approve all meeting agendas; adjourn any meeting when the Designated Federal Officer, or the Alternate Designated Federal Officer, determines adjournment to be in the public interest or required by governing regulations or DoD policies/procedures; and chair meetings when directed to do so by the official to whom the Board reports.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's Designated Federal Officer, in consultation with the Board's Chairperson. The estimated number of Board meetings is one per year.
10. Duration: The need for this advisory function is on continuing basis; however, it is subject to renewal every two years.
11. Termination: The Board shall terminate upon rescission of 10 U.S.C. § 2166(e).
12. Membership and Designation: The Board shall be comprised of no more than 14 members appointed by the Secretary of Defense. All Board member appointments must be renewed by the Secretary of Defense on an annual basis. The Board shall be comprised of:
 - a. Two Members of the Senate (the Chair and Ranking Member of the Armed Services Committee or their designees);
 - b. Two Members of the House of Representatives (the Chair and Ranking Member of the Armed Services Committee or their designees);
 - c. One person designated by the Secretary of State; the senior military officer responsible for training and education in the U.S. Army (or designee); the commanders of the combatant commands with geographic responsibility for the

- Western Hemisphere (U.S. Northern Command and U.S. Southern Command) (or designees); and
- d. Six persons designated by the Secretary of Defense, including, to the extent practicable, persons from academia, religious institutions, and human rights communities.

Board members appointed by the Secretary of Defense, who are not full-time or permanent part-time federal employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and shall serve as special government employee members. With the exception of travel and per diem for official Board related travel, Board members shall serve without compensation.

The Secretary of Defense may approve the appointment of Board members for one to four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

Whenever possible, appointments shall be staggered to avoid complete turnover of the Board's membership at one time. In addition, the Board may be assisted by non-voting subject matter experts or consultants. These consultants are designated, at the request of the Board, by the Secretary of the Army, with the concurrence of the Secretary of Defense.

Each Board member is appointed to provide advice on behalf of the government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

13. Subcommittees: The Department, when necessary, and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees deemed necessary to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the advisory committee's sponsor.

Such subcommittees shall not work independently of the chartered Board, and shall report all their recommendations and advice to the Board for full deliberation and discussion. Subcommittees have no authority to make decisions on behalf of the chartered Board; nor can any subcommittee or its members update or report directly to the Department of Defense or any Federal officers or employees.

All subcommittee members shall be appointed in the same manner as the Board members; that is, the Secretary of Defense shall appoint subcommittee members even if the member in question is already a Board member. Subcommittee members, with the approval of the Secretary of Defense, may serve a term of service on the subcommittee of one to four years; however, no member shall serve more than two consecutive terms of service on the subcommittee.

Subcommittee members, if not full-time or part-time government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and shall serve as special government employees, whose appointments must be renewed by the Secretary of Defense on an annual basis. With the exception of travel and per diem for official Board related travel, subcommittee members shall serve without compensation.

All subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to section 2, General Record Schedule 26, and appropriate Department of Defense policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).

15. Filing Date: March 26, 2012

D



DEPARTMENT OF THE ARMY
ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY
105 ARMY PENTAGON
WASHINGTON DC 20310-0105

06 NOV 2013

MEMORANDUM THRU Advisory Committee Management Officer for the Department of Defense

FOR Director, Administration and Management, Office of the Secretary of Defense

SUBJECT: Renewal of Charter for the Board of Visitors for the Western Hemisphere Institute for Security Cooperation

1. Request renewal of the charter for the Board of Visitors for the Western Hemisphere Institute for Security Cooperation, which expires on 25 March 2014. Authorized by 10 U.S.C. § 2166(e)(1), as amended, the Board is a Department of Defense-supported Federal advisory committee sponsored by the Secretary of the Army. Recommend approval to continue the Board.
2. The justification memorandum and current charter for the Board are enclosed for your consideration. The documents meet the criteria in Department of Defense Instruction 5105.04 (Department of Defense Federal Advisory Committee Management Program), paragraph E3.4.6.2.1. In addition, the current membership balance plan and a member roster are enclosed. No changes to the charter or membership balance plan are proposed.
3. My point of contact for this action is Hok Lim, 703-545-0650 or hok.lim.civ@mail.mil.

Encls


GERALD B. O'KEEFE



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7
400 ARMY PENTAGON
WASHINGTON, DC 20310-0400

DAMO (SSR)

19 September 2013

MEMORANDUM FOR Office of the Administrative Assistant to the Secretary of the Army, Resources and Programs Agency, Special Programs Office

SUBJECT: Charter renewal for the Western Hemisphere Institute for Security Cooperation (WHINSEC) Board of Visitors (BoV)

1. References:

- a. 10 USC § 2166 - Western Hemisphere Institute for Security Cooperation
- b. Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended)
- c. DoD Instruction 5105.4, "Department of Defense Federal Advisory Committee Management Program," 6 August 2007
- d. Charter, WHINSEC BoV, 26 March 2012

2. Request renewal of the WHINSEC BoV charter, which expires on 25 March 2014. Enclosed is the existing charter. Based upon a review, no changes were deemed necessary.

3. In accordance with DoDI 5104.04 paragraph E3.4.6.2.1, the following justification is submitted:

- a. The Board is accomplishing its mission of engaging the WHINSEC leadership, evaluating responses to inquiries, providing recommendations to improve operations, and providing timely and detailed reports to the Secretary of Defense that WHINSEC is operating in conformance with 10 U.S.C. 2166.
- b. The Board is required to operate as long as 10 U.S.C. remains in effect, but more importantly, it provides mentorship, visibility and engagement with our partner nations who are indispensable to WHINSEC's unique role as the largest international student education and training organization in the Army.
- c. The Board provides an annual report to the Secretary of Defense on the results of its oversight of the WHINSEC.

DAMO (SSR)

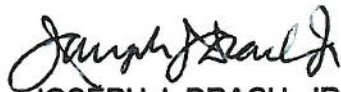
SUBJECT: Charter renewal for the Western Hemisphere Institute for Security Cooperation (WHINSEC) Board of Visitors (BoV)

d. The functions of the WHINSEC BoV cannot be performed by Department of Defense resources and/or be absorbed by another existing DOD-Supported Committee because the operations of the WHINSEC BoV are mandated by 10 U.S.C. 2166.

e. The discontinuation of the WHINSEC BoV would violate the law. Additionally, it would deprive the Department of Defense of a mechanism to ensure public transparency of WHINSEC's operations and of the visibility and engagement with our partner nations that cannot be accomplished by the Institute alone.

4. POC for this memorandum is the undersigned at: 703-692-6844, joseph.drach@us.army.mil or Mr. Richard Procell, Executive Secretary to the Board, 913-547-2382, richard.procell@us.army.mil.

Encl



JOSEPH J. DRACH, JR.

Alternate Designated Federal Officer
WHINSEC Board of Visitors

E

COORDINATION SHEET

Board of Visitors for the Western Hemisphere Institute for Security
Cooperation— Charter Renewal and Membership Balance Plan

Advisory Committee Management Officer (ACMO)

FREEMAN.JAMES.
D.II.1043158844

Digitally signed by
FREEMAN.JAMES.D.II.1043158844
DN: c=US, o=U.S. Government, ou=DoD,
ou=PKI, ou=OSD,
cn=FREEMAN.JAMES.D.II.1043158844
Date: 2013.11.23.14:01:50 -0500

DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)

A handwritten signature in black ink, appearing to be 'F. James', is written over a horizontal line. The signature is stylized and cursive.

POC: Jason Zaborski/Jason.a.zaborski.ctr@mail.mil/703-697-
4553

COORDINATION SHEET

Board of Visitors for the Western Hemisphere Institute for Security
Cooperation – Charter Renewal and Membership Balance Plan

Advisory Committee Management Officer (ACMO)

DoD-Wide FACA Attorney to DA&M & ACMO

SATSD(WHLO)

CROWLEY.E
LAINE.C.145
4427790

Digitally signed by
CROWLEY.E LAINE.C.1454427790
DN: c=US, o=U.S. Government,
ou=DoD, ou=PKI, ou=WHIS,
cn=CROWLEY.E LAINE.C.1454427790
0
Date: 2014.06.12 08:35:36 -04'00'

POC: Betty Mosher/betty.j.mosher6.ctr@mail.mil/703-697-4555